

Job Description

Position:	Director of Operations
Classifications:	Full time, Exempt
Reports To:	Church Business Administrator
Evaluation Due:	Annually by Church Business Administrator
Supervises:	Property Manager, Food Service Manager, Director of Recreational Ministries, Receptionist(s), Technology Services
Work Hours:	Regular work week is Sunday through Friday with one day off. Flexibility is required to accommodate committee meetings that occur outside normal business hours.
Staff Liaison:	Administration Ministry, Property Committee, Rec Wing Committee, Food Service

Job Objective

Responsible for the coordination of the church's general operations including oversight of technology services and operations, property management, recreation ministries and facility, and food service to support the church's programming and mission as set forth by the ordained staff, the business administrator, the session and lay leadership of the church.

Qualifications/Skills/Knowledge

- Ability to fully support the mission of Covenant Presbyterian Church
- Undergraduate degree in Business or Management or related field or equivalent experience
- Five years' experience in progressively responsible experience providing direction and support in business office management, facilities management and/or operations
- Ability to organize and initiate work with a minimum of supervision
- Ability to prioritize and manage multiple projects and adapt production timelines to changing conditions
- Ability to work both independently and collaboratively within a team to assess needs and produce results
- Excellent oral and written communications, organizational and interpersonal skills
- Ability to maintain confidentiality
- Ability to read, interpret, and analyze complex documents
- Ability to prepare budgets and use financial statements
- Demonstrated PC skills and a working knowledge of MS Office suite of products

Duties and Responsibilities

Administrative:

- Assist ordained and program staff through execution of the business operations of the church.
- Oversees Risk Management including full compliance with CPC Youth and Child Protection Policies
- Oversee, evaluates and manages the use of all information technology systems.
- Oversee and evaluate the recreation ministry program and facility. Ensures that varied opportunities for members of the church and community to participate in recreational activities are offered regularly.
- Oversee and evaluate the food service program.
- Prepare and manage the annual budgets for property, recreation ministries and food service.

Property/Facilities:

- Develop a maintenance plan and direct the maintenance program of church facilities and use of the facilities.
- Serve as safety & security officer of the church; periodically review insurance requirements.
- Maintain an inventory of all church property
- Oversee the Columbarium and Memorial Gardens agreements, sales and upkeep.
- Oversee the use of the Arosa House and Arosa Avenue condominiums.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job requires frequent sitting; using hands to grasp or feel; reaching with hands of arms; and talking and/or hearing. The employee is occasionally required to stand; walk; bend or twist; and kneel, crouch or crawl. Mental requirements include but may not be limited to: general math functions, intermediate reading, advanced reasoning, advanced speaking ability, and advanced writing ability.

Work Environment

The employee is occasionally required to be mobile throughout the building and attend off-site functions. The noise level in the work environment is moderate. Employee is frequently required to lift up to 20 pound and occasionally required to lift up to 25 pounds.

This list is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor.

I have read the above and agree to its provisions.

Accepted By: _____ Date: _____

Copy: Employee, Administrator, Pastor, Personnel Chair

11/5/2018